



2020 Student Handbook

Kaiser Permanente School of Allied Health Sciences

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Table of Contents

About this Handbook.....	4
Campus Contact Information	4
Campus Procedures	5
Student Record Holds	5
Door Security	6
Photo ID Access Badge.....	6
Visitors on Campus	6
Student Lounge	6
Computer Laboratory.....	7
Eating and Drinking on Campus.....	7
Smoking.....	7
Drug/Alcoholic Beverage Policy	7
Library Materials Circulation Policy.....	7
Borrowing Privileges	7
Borrower Responsibilities	7
Loan Periods	8
Circulation Notices and Holds	8
Unreturned and Lost Books.....	8
Library Technology Use	8
Student Use of Library Computers	8
Student Use of Library Copier	8
Radiation Safety Requirements	8
Dosimetry.....	9
Occupational Considerations.....	9
Professional Expectations.....	9
Professional Conduct/Behavior	10
Professional Guidelines.....	10
Professional Appearance	11
KPSAHS Campus Dress Policy	11
KPSAHS Clinical Dress Policy	12
Professional Code of Ethics.....	13
American Registry of Radiologic Technologists (ARRT) Code of Ethics	13

Society of Diagnostic Medical Sonography Code of Ethics (SDMS)	14
Society of Nuclear Medicine Code of Ethics	15
American Society of Phlebotomy Technicians Code of Ethics.....	16
Addendum A: Emergency and Disaster Plan.....	17
KPSAHS Emergency / Disaster Plan	17
Power Outage.....	20
Earthquake	20
Fire.....	21
Utilities Outage	22
Bomb Threat.....	23
Hazardous Materials Spill / Release	23
Active Shooter	23
Shelter-in-Place (SIP).....	25
Addendum B: Definitions.....	25

About this Handbook

This handbook contains content relevant to the KPSAHS campus and operations. It is updated as changes occur and published on the KPSAHS website at www.kpsahs.edu, with an annual reissue on January 1.

Please note that the information here is considered supplementary to the Academic Catalog, also available at www.kpsahs.edu.

Campus Contact Information

Department	Phone Number	Preliminary Contact	Department email (if available)
Admissions	510-231-5123	Admissions Office	admissions@kpsahs.edu
Academic Affairs	510-231-5032	Dean of Academic Affairs	academic.affairs@kpsahs.edu
Assessment	510-231-5048	Director of Assessment and Institutional Research	assessment@kpsahs.edu
Career Services	510-231-5023	Director of Career Services	careerservices@kpscholar.com
Complaints	Please use email.	Director of Accreditation and Compliance	complaints@kpsahs.edu
Email Technical Support	Please use email	Instructional Innovation and Digital Learning Department	KPSAHS-academiconlinehelp@kp.org
Facilities	510-231-5137	Manager of Administrative Services	Diana.K.Jackson@kp.org
Finance	510-231-4327	Student Finance Office	finance@kpsahs.edu
KPScholar Technical Support	Please use email	Instructional Innovation and Digital Learning Department	KPSAHS-academiconlinehelp@kp.org
Library	510-231-4315	Manager of Library Services	kpsahs@kplibraries.libanswers.com
Reception	510-231-5000	Varies	n/a
Student Records	510-231-5031	Registrar & Student Records Coordinator	records@kpsahs.edu

Campus Procedures

Student Record Holds

A hold may be placed on a student's record by the finance or assessment department (see the chart below for common holds). Holds may prevent a student's ability to: register for courses; receive a diploma; attend classes; and/or be eligible for graduation.

Hold Code and Type	Hold Reason (s)	Consequence(s) of Hold	Process for Release of Hold
ASMT: Assessment	Failure to satisfy assessment requirements, including but not limited to: <ul style="list-style-type: none">• Failure to provide required documents,• Failure to properly format documents,• Uploading incorrect documents, and• Failure to complete end-of-quarter student evaluations and/or student surveys.	1. Inability to attend class, 2. Inability request copies of diplomas, and 3. Inability to be registered for classes in subsequent quarters.	1. Submit assessment documents in required format, and 2. Notify the Assessment department at assessment@kpsahs.edu or 510-231-5048 and request hold release.
FINC: Financial	Failure to pay outstanding balance in full by the due date, including returned checks and/or insufficient funds.	1. Inability to attend class, 2. Inability to request copies of diplomas, 3. Inability to be registered for classes in subsequent quarters, and 4. Exclusion from graduation.	1. Pay outstanding balance in full, and 2. Notify Student Finance department at finance@kpsahs.edu or 510-231-4327 and provide evidence of payment (e.g. email receipt), and request hold release.

It is recommended that students check the student portal over inter-quarter breaks, as some holds are placed on student accounts at the end of the term. Students should resolve any issues prior to the start of the new term. Failure to resolve a hold may preclude participation in classes until such time as the hold has been removed.

Door Security

To ensure the security of the building and safety of faculty and students, all campus access doors operate on electronic locks. All faculty and staff have been provided with access badges that open these doors. Under no circumstance are doors to be propped open. Student access badges will open the following access doors:

- Main campus entrance,
- Lobby entrance to classrooms and lab areas,
- Lobby entrance to library,
- Student entrance near the Nuclear Medicine Lab.

Photo ID Access Badge

Some students will be issued a photo identification/building access badge at the start of their education program with the Kaiser Permanente School of Allied Health Sciences. In the event of a name change, a replacement photo ID badge will be issued at no charge; contact Facilities to initiate the process (see *Campus Contact Information* at the beginning of the *Handbook*). A fee will be collected for lost badges. The ID/access badge must be worn at all times while on school, clinic, or hospital property. It must be worn above the waist with the name and photograph clearly visible.

- *Didactic Classes:* Students enrolled in KPSAHS educational programs are required to wear their photo ID badge/access badge at all times when they are on campus.
- *Clinical Sites:* It is a California state law that all patients have the right to know who is providing their care and service; therefore, students are required to wear ID badges at all times during their clinical education.

Students who do not have their ID/access badge may be required to leave and return with the badge. The student will be held responsible for obtaining all disseminated educational materials, and any missed clinical time must be made up.

When a student completes his/her educational program, withdraws, or is dismissed from KPSAHS, the student must return the ID/access badge to their program director. If a student's badge is not returned, KPSAHS reserves the right to withhold the certificate of completion or diploma; in addition, students may lose eligibility to enroll in future KPSAHS educational programs.

Visitors on Campus

All visitors are required to sign in at the front desk and the person they are visiting will be contacted. Except in emergencies, if the staff member or student is in class, the visitor may be asked to wait until a break or the end of class.

Children are not allowed in classrooms during didactic sessions or at a student's clinical education site.

Student Lounge

Equipment (e.g., refrigerators, microwaves, ice machine) located in the student lounge has been placed there as a courtesy to KPSAHS students. Maintenance and upkeep of this equipment is the responsibility of KPSAHS. Students are allowed to utilize this equipment for storage and preparation of food. Students are responsible for keeping this area clean.

If any of the equipment is not working properly, students are to report this to any faculty member. Any item found to malfunction due to abuse or misuse will be removed from the lounge and not replaced.

Cleaning of the refrigerators in the lounge is the responsibility of the students who utilize them. Refrigerators are to be kept clean. At the completion of each quarter, students are to clean out the refrigerators of any unwanted food items. If the refrigerators are not cleaned by the end of the quarter, KPSAHS will dispose of all contents without notification.

Vending machines are provided by an outside vendor. KPSAHS assumes no responsibility for any losses or malfunctions of these machines. Students should report any malfunctions to the front desk staff member.

Supplies (i.e., cups, plates, forks, dish soap, etc) are the responsibility of the students. KPSAHS will not provide these supplies to students.

Computer Laboratory

Students may only use computers located in the computer lab during a scheduled computer course or when they are under the direct supervision of a KPSAHS faculty or staff member. Direct supervision is defined as the faculty member being physically present in the room while the computer is being utilized.

Any student not adhering to this policy will be immediately suspended and face further disciplinary action up to and including dismissal from their program.

Eating and Drinking on Campus

Eating and drinking is allowed in the student lounge only. Unless specifically authorized, eating and drinking is not allowed in KPSAHS classrooms or laboratories. Exceptions to this policy may be approved by the regional administrator for special events.

Any student not adhering to this policy will face disciplinary action up to and including dismissal from their program.

Smoking

The Kaiser Permanente School of Allied Health Sciences is a smoke-free campus. Smoking is not allowed anywhere on the Marina Way South Campus.

Drug/Alcoholic Beverage Policy

The Kaiser Permanente School of Allied Health Sciences is a drug- and alcohol-free campus. Drugs and alcohol are not allowed anywhere on the Marina Way South Campus.

Library Materials Circulation Policy

Borrowing Privileges

All students currently enrolled at KPSAHS are eligible to borrow materials from the school library and any other kpLibrary branch.

Borrower Responsibilities

Students are responsible for any materials checked out. Items must be returned in good condition, without evidence of defacement, mutilation, or other damage.

Loan Periods

The loan period as per the kpLibraries policy is two weeks for core textbooks with no renewals. The loan period is three weeks for other books, and one week for audiovisual material with up to two renewals unless a hold has been placed on the item.

Please note that some material will not circulate such as some reference books and print journals.

Circulation Notices and Holds

All students are responsible for honoring overdue requests. If a library item is checked out to another borrower, a student may place a hold on the item for use. This hold request may be placed directly from the kpLibraries catalog or in person. In the event an item is placed on hold, an email notification is sent with the due date to the current borrower.

Students may also request items in person through the KPSAHS library.

Unreturned and Lost Books

Should a student fail to return a book after withdrawing from a program or graduating, or if a student loses a book, he/she will be billed a replacement fee. The student may also replace the lost item with a new book of the same edition.

Library Technology Use

Student Use of Library Computers

Students may use the computers located in the KPSAHS library to complete program assignments or to perform research for program-related projects. Students are not to utilize these computers for personal use or to view inappropriate material.

Any student not adhering to this policy may be suspended and face further disciplinary action up to and including dismissal from his/her program.

Student Use of Library Copier

The library copier is provided for research purposes only (e.g., journal articles, references for assignments, etc.). Students should not be printing class materials such as PowerPoint slides and other lecture materials. Class materials such as these are the student's responsibility to produce.

Radiation Safety Requirements

Proper handling and wearing of monitoring devices is essential for accurate measurement of occupational exposure. Students working with radiation or at risk of radiation exposure must follow the procedures below:

- Wear the monitoring badge attached to your clothing, at the collar level, while working in the vicinity of a source of exposure. If wearing a lead apron, the badge must be worn outside of the garment at the collar level.
- Nuclear Medicine ring monitoring devices must be worn at all times during clinical education.
- Protect the monitoring device from exposure to excessive heat.

- Do not subject the monitoring device to direct x-ray exposure.
- Do not lend the assigned monitoring device to another person.
- Do not wear the monitoring device while undergoing an x-ray procedure for personal medical purposes. The sole purpose of the monitoring device is to monitor occupational exposure.
- Notify the clinical instructor if the monitoring device becomes damaged or misplaced.
- Exchange the monitoring device monthly, per KPSAHS policy.
- Failure to comply with radiation safety requirements may result in disciplinary action up to and including dismissal from the program.
- Students must not hold image receptors or patients during any radiographic procedure when an immobilization method is the appropriate standard of care.

Dosimetry

Radiation monitoring is performed for our students following the same procedures as Kaiser Permanente medical imaging employees. All students involved with the application of prescribed radiation are required to wear a dosimetry badge and the badge must be read on a monthly basis. To ensure our students receive timely dosimetry reports, the badges are ordered and maintained by the Radiation Safety Officer at KPSAHS. A copy of the dosimetry report is provided to the students monthly and placed in their clinical logbook for review by the clinical site instructor as needed. All dosimetry reports are also kept on file at KPSAHS in the Radiation Safety Officer's office.

Any student exceeding 125 mrem per month will meet with the Radiation Safety Officer and discuss the readings and ways to limit exposure.

It is the responsibility of the Radiation Safety Officer to investigate over-exposures and take corrective actions.

Occupational Considerations

Students are expected to follow the three cardinal rules of radiation protection:

- Limit the time spent near a radiation source.
- Keep as much distance from the source as possible.
- Use protective shielding.

The student radiographer is expected to conduct examinations that keep patient exposures As Low As Reasonably Achievable (ALARA). Patients should be provided with protective shielding whenever applicable. Beam restriction is required for all examinations performed.

Professional Expectations

It is the responsibility of KPSAHS to foster the development of student professionalism. All programs emphasize the importance of professional conduct/behavior while delivering services across all levels of the curriculum. Each KPSAHS student is a representative of Kaiser Permanente School of Allied Health Sciences, its programs, the assigned clinical institution, and the entire allied health care profession. Therefore, each student must demonstrate the highest standard of professionalism.

To promote excellence in the professional and ethical conduct of students and to provide the highest quality patient care and service, KPSAHS students must adhere to the Professional Code of Ethics; KPSAHS policies and procedures; and clinical site policies, procedures, and code of conduct.

Furthermore, expected professional conduct/behavior, professional appearance, and safety precautions are described below.

Professional Conduct/Behavior

Professional conduct/behavior is not limited to contact with any single group of people. It is reflected in attitude and in communication with instructors, classmates, physicians, and supervisors as well as patients. As a student, you are expected to perform and conduct yourself on a professional level both clinically and didactically. Guidelines for expected professional behavior/conduct guidelines are provided in the following section.

Professional Guidelines

Such guidelines include, but are not limited to, the following:

- Appear and conduct oneself in a professional manner with a focus on excellent patient care and service skills.
- Be cognizant of and adhere to the chain of command.
- Show respect for and be mutually supportive of fellow students, faculty and staff regardless of race, religion, gender, nationality, sexual orientation, or socioeconomic status.
- Address professionally didactic and clinical affiliate personnel by accepted title and name.
- Refrain from personal conversations in the presence of any patient.
- Adhere to KPSAHS and facility policy and procedures.
- Avoid unnecessary conversation and loud talking in classrooms, exam rooms, and corridors.
- Never discuss clinical experiences in public places.
- Be responsible for the cleanliness of your didactic area and equipment and accessories of the clinical room to which you are assigned.
- Restock your work area(s) daily and clean as necessary.
- Wipe the top of each patient table with a suitable disinfectant each morning and as often as necessary during the day.
- Change pillowcases as appropriate.
- Keep accessory cabinets clean and neat in appearance at all times. Store only hospital, clinical, and lab supplies on the shelves.
- Place wastepaper, used needles, and syringes in proper receptacles provided for that purpose.
- See that all patients are properly draped at all times to afford privacy and comfort.
- Do not loiter in any patient care area.
- Be aware of any changes in rules and regulations that are posted.
- Always extend respect to patients, visitors, facility staff and administrators, student peers, faculty, and administrators.
- Do not eat, chew gum or use tobacco products when in contact with patients or visitors or in-patient areas.
- Wear your identification badge and dosimeter (if applicable).
- Treat all instructors, staff, patients and others with whom you have contact, with kindness, courtesy, and respect.
- Take initiative.
- Maintain confidentiality of medical records and Protected Health Information (PHI).
- Respect patient privacy.
- Attempt to establish rapport with fellow students, technologists, patients, and other personnel.
- Maintain a cooperative and uncomplaining attitude.

- Introduce yourself and establish rapport when you greet your patients in the ward or waiting area.
- Keep the door closed once the patient is in the exposure room and assure the patient is properly gowned and covered.
- Avoid making and receiving personal phone calls unless it is an emergency.
- Address patients as “Mr.” and “Ms.”

Students are responsible for their own actions and must not engage in any activities or behavior that is considered unprofessional or non-conducive to proper patient care. If students sense a problem in the clinical environment involving themselves, contact the clinical instructor immediately. Failure of a student to maintain a professional attitude may result in course failure or clinical grade reduction, and it may subject the student to corrective disciplinary actions and possible dismissal from the program.

Professional Appearance

Kaiser Permanente School of Allied Health Sciences is a community institution. Those who come to KPSAHS evaluate the quality of services by the image presented. A neat, well-groomed appearance is important and promotes confidence in the quality of care. Therefore, students represent KPSAHS and must dress appropriately for clinical education. Apparel must be well maintained, clean, and consistent with health and safety guidelines for the department at the clinical facilities and KPSAHS. Good hygiene is to be maintained at all times.

Any students who receive didactic education at a clinical facility must adhere to the KPSAHS Clinical Dress Policy. If students dress inappropriately and do not appear professional or do not adhere to the KPSAHS, clinical facility, or department-specific standards or guidelines, the students may be sent home and required to return to the clinic properly attired. Any clinical time missed must be made up. In the event a trip home is necessary, the student will also be counted tardy for that day.

KPSAHS Campus Dress Policy

Unacceptable Clothing

- Halter tops or backless dresses
- See-through garments of any kind
- Low-cut or plunging necklines
- Any garment with offensive symbols or advertisements
- Sagging clothes
- Audio headphones/radios (during class)
- Visible undergarments

Shoes

- All shoes must be kept clean and in good repair.
- Sandals, clogs, open-toed shoes, and athletic shoes may be worn while on the academic campus.
- Students participating in lab activities are required to wear closed-toe shoes at all times.

KPSAHS Clinical Dress Policy

Scrub Suits and White Lab Coats

- All students are required to wear KPSAHS issued scrub suits and/or lab coats (unless otherwise specified by the clinical facilities).
- Uniforms and white coats must be clean and pressed.
- Denim jeans are not acceptable in the clinical environment.
- Students are responsible for purchasing and maintaining scrubs. The school will provide vendor information for KPSAHS-approved scrubs.

Shoes

- Closed-toes shoes must be worn at all times.
- Shoes must be safe, quiet, and acceptable for business wear.
- All shoes must be kept clean and in good repair.
- Conservative athletic shoes may be worn if approved by department administration.

Hosiery

- Hosiery or socks are to be worn at all times.

Hair

- Hair should be neat and clean at all times.
- Hair should be secured, pulled back off the face, to avoid safety or health hazard to the student or patient.
- A mustache or beard is permitted so long as it is kept clean and neatly trimmed.
- Hair colors should not be extreme (e.g., green, blue, or purple).

Jewelry

- Jewelry should be appropriate to business wear and not impair or present a safety hazard in working with patients or machinery.
- No facial jewelry including tongue rings.

Tattoos

- Must be covered if larger than 3"x 3".

Nails

- Nail length should be maintained at a short or medium length unless it interferes with performance or creates a safety hazard.
- Artificial nails, nail tips, and all nail polish is prohibited in the clinical education sites for all KPSAHS students who provide direct "hands-on" patient care.
- Nails and hands must be clean.

Perfume

- Colognes, perfumes, and after-shaves are not allowed in clinical facilities. Ill patients are especially sensitive to strong fragrances.

KPSAHS faculty and its clinical instructors and managers will enforce the policy and will ask a student who is improperly dressed to change clothes, or the student will be sent home for the day and any missed clinical time must be made up. Repeated offenses of the uniform policy will result in disciplinary action.

Professional Code of Ethics

KPSAHS endorses the professional codes of ethics mandated by the respective program accrediting bodies.

American Registry of Radiologic Technologists (ARRT) Code of Ethics

Introduction

Radiologic technology program enrollees are expected to practice the Code of Ethics prescribed by the American Registry of Radiologic Technologists (ARRT). Violations of the Code of Ethics are grounds for dismissal from the Program.

Code of Ethics

1. The radiologic technologist acts in a professional manner, responds to patients' needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identify, veteran status, age, or any other legally protected bias.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating aspects of professional practice.

11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Society of Diagnostic Medical Sonography Code of Ethics (SDMS)

SDMS Position Statement: Code of Ethics for the Profession of Diagnostic Medical Ultrasound

Preamble

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability and thereby help to ensure the integrity of professionals involved in all aspects of diagnostic medical ultrasound.

Objectives

To create an environment where professional and ethical issues are discussed

- To help the individual practitioner identify ethical issues
- To provide guidelines for individual practitioners regarding ethical behavior

Principles

Principle 1

In order to promote patient well-being, professionals shall:

- Provide information about the procedure and the reason that it is being done.
- Respond to patient's concerns and questions.
- Respect the patient's self-determination and the right to refuse the procedure.
- Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
- Promote the privacy, dignity and comfort of the patient and his/her family.
- Protect the confidentiality of acquired patient information.
- Strive to ensure patient safety.

Principle 2

To promote the highest level of competent practice, professionals shall:

- Obtain the appropriate education and skills to ensure competence.
- Practice according to published and recognized standards.
- Work to achieve and maintain appropriate credentials.
- Acknowledge personal limits and not practice beyond their capability and skills.
- Perform only those procedures that are medically indicated, restricting practice to validated and appropriate tests. For research studies, follow established research protocol, obtaining (and documenting) informed patient consent as needed.
- Ensure the completeness of examinations and the timely communication of important information.
- Strive for excellence and continued competence through continuing education.
- Perform ongoing quality assurance.
- NOT compromise patient care by the use of substances that may alter judgment or skill.

Principle 3

To promote professional integrity and public trust, the professional shall:

- Be truthful and promote honesty in interactions with patients, colleagues and the public.
- Accurately represent their level of competence, education and certification.
- Avoid situations which may constitute a conflict of interest.
- Maintain appropriate personal boundaries with patients including avoidance of inappropriate conduct, be it verbal or nonverbal.
- Promote cooperative relationships within the profession and with other members of the health care community.
- Avoid situations, which exploit others for financial gain or misrepresent information to obtain reimbursement.
- Promote equitable access to care.

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Society of Nuclear Medicine Code of Ethics

Nuclear Medicine Technologists, as Certificants of the health care profession, must strive as individuals and as a group to maintain the highest of ethical standards.

The Principles (SNMTS Code of Ethics) listed below are not laws, but standards of conduct to be used as ethical guidelines by nuclear medical technologists. These Principles were adopted by the Technologist Section and the Society of Nuclear Medicine at the 2004 Annual Meeting. They are standards of conduct to be used as a quick guide by nuclear medicine technologists.

Principle 1

The Nuclear Medicine Technologist will provide services with compassion and respect for the dignity of the individual and with the intent to provide the highest quality of patient care.

Principle 2

The Nuclear Medicine Technologist will provide care without discrimination regarding the nature of the illness or disease, gender, race, religion, sexual preference, or socioeconomic status of the patient.

Principle 3

The Nuclear Medicine Technologist will maintain strict patient confidentiality in accordance with state and federal regulations.

Principle 4

The Nuclear Medicine Technologist will comply with the laws, regulations, and policies governing the practice of nuclear medicine.

Principle 5

The Nuclear Medicine Technologist will continually strive to improve their knowledge and technical skills.

Principle 6

The Nuclear Medicine Technologist will not engage in fraud, deception, or criminal activities.

Principle 7

The Nuclear Medicine Technologist will be an advocate for their profession.

Nuclear Medicine Technologists are also required to adhere to the American Registry of Radiologic Technologists' Standards of Ethics.

American Society of Phlebotomy Technicians Code of Ethics

A Phlebotomist should demonstrate:

- Integrity
- Compassion
- Motivation
- Dependability
- Diplomacy
- Ethical Behavior
- Proper Etiquette
- Confidentiality
- Compliance with Organizations' Policies and Procedures

Addendum A: Emergency and Disaster Plan

KPSAHS Emergency / Disaster Plan

At the Kaiser Permanente School of Allied Health Sciences (KPSAHS) we care about the safety, health, and well-being of our employees and students. Our business operates with the goal of providing a safe environment for all staff, students, and visitors who enter our school campus.

At KPSAHS, everyone equally shares in the responsibility to follow safety procedures and practices. When an emergency strikes, our immediate safety and prompt recovery will depend on the existing levels of preparedness among faculty, staff, and students.

BERT (Building Emergency Response Team)

KPSAHS has a Building Emergency Response Team (BERT) to provide support and coordination in the event of a crisis. The goals of this team include, but are not limited to:

- Assistance in protection of lives and property.
- Ensure the KPSAHS community is efficiently and effectively served in a time of crisis
- Assist in effective communication among KPSAHS staff and students.
- Support community members who may be negatively impacted by a crisis.
- Continually monitor conditions and report changes.
- Once a crisis is over, evaluate procedures in order to achieve continuous improvement.

Members of BERT and their responsibilities are assigned in advance. BERT is coordinated by the Facilities Operations Manager, who is in direct contact with school administration.

Members will wear orange color vests and hard hats for easy identification and will be supplied with walkie-talkies for internal communications. They will assist with evacuation by directing and monitoring the situation.

KPSAHS Emergency Codes

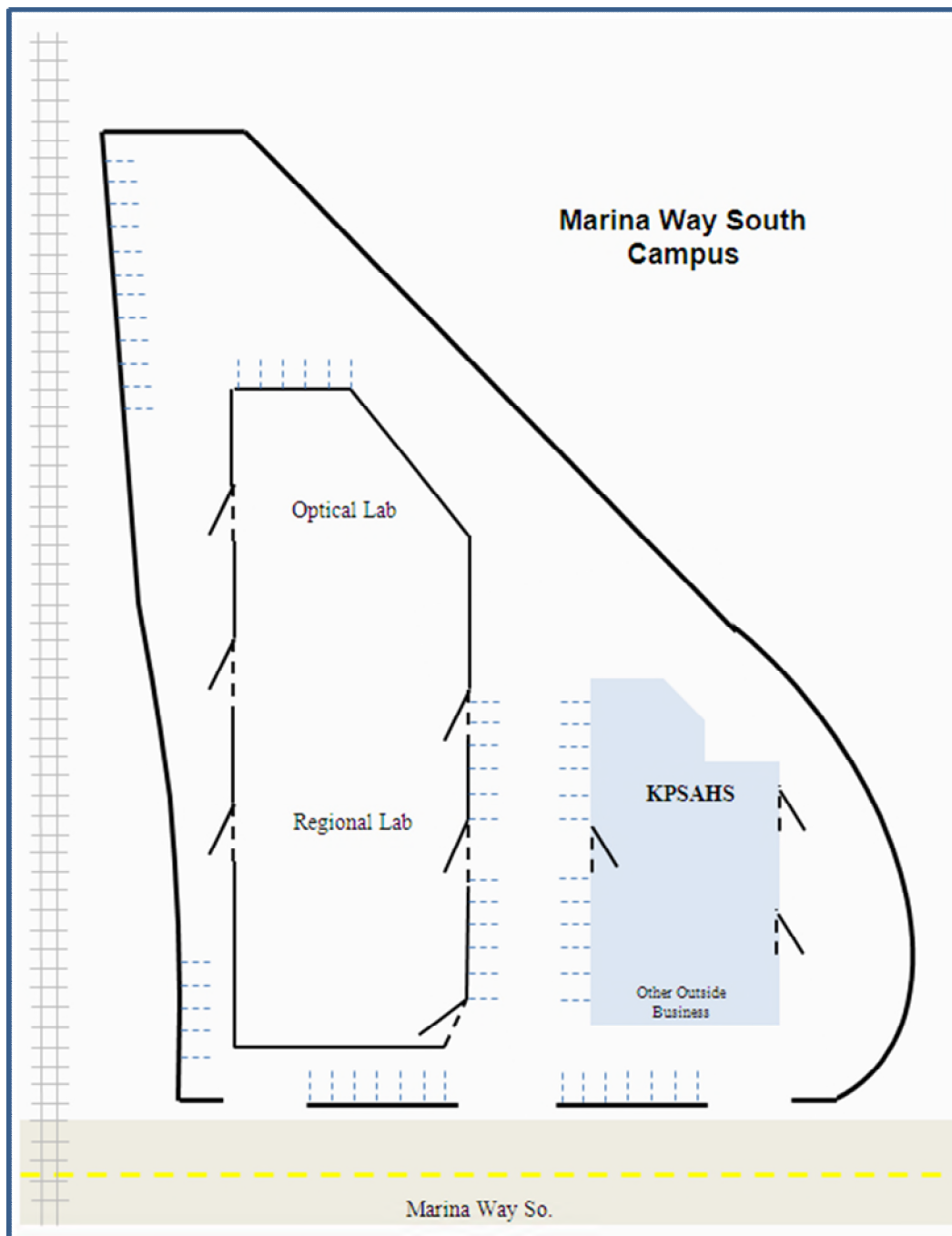
The following overhead paging codes will be used in the event of an emergency:

Know Your CODES



 KAISER PERMANENTE.

Congregation Area



For any major event that requires evacuation, KPSAHS employees, students, and visitors will relocate to the front lawn located at the campus's southern entrance.

Building Emergency Response Team (BERT) members will be wearing orange vests and hard hats. They will assist with evacuation by directing and monitoring the situation until cleared.

Students are not to leave the campus until cleared to do so. This is important so that everyone is accounted for.

Power Outage

A variety of events may result in a power outage. If there is a loss of electricity:

- Each classroom has a flashlight to enhance emergency lights.
- Staff are to keep students / visitors in place.
- Staff will check with Administration about status (notification of maintenance and/or PG & E).
- Administration will determine continuation of activities vs. evacuation of facility.

Earthquake

An earthquake is one of the few disasters where assistance from public safety agencies or the Red Cross may not be immediately available.

Students and staff should be aware of fire extinguisher locations, fire alarm pull stations, emergency/disaster supplies, and the location of emergency exits. Leadership must be prepared to provide emergency guidance prior to, during, and after an earthquake.

During the Shaking – If Indoors

Minimize movements to a few steps to a nearby safe place, and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If Indoors

- Remain calm.
- Drop, cover, and hold on. If you feel an earthquake occurring, drop to the floor, take cover under a sturdy desk or table (or against a load-bearing wall) and hold onto it firmly.



- Move to an interior wall away from windows.
- Seek safety under a sturdy desk or table. Do not stand in doorways. Office doorways do not provide adequate protection against falling objects or collapse and may swing during the earth movement.
- Watch out for falling objects. Stay away from windows and drug storage areas where objects could fall.
- Resist the impulse to run. The floor may be moving and pose a hazard and falling debris may cause injury.
- Stay away from shelves and file cabinets. Avoid objects and anything else that may fall or tip over.
- Do not use elevators.

- If in a hallway, crouch down with your back against the inside wall. Protect your head and neck.
- Beware of electrical hazards. Be aware that the electricity may go out and sprinkler systems may turn on.

During an Earthquake – If Outdoors

- Near high-rise buildings, duck into entryway for protection from falling debris.
- If in the open, move quickly away from buildings, utility poles and other structures (falling bricks and glass pose a great danger).
- If in a vehicle, stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses and utility wires. Evaluate your surroundings and take evasive action if needed.

After an Earthquake

- After the initial shock, evaluate the situation and call 911 if emergency help is needed.
- Provide first aid to those who are injured. Check for injuries and assist if you have training. Assist with rescues if you can do so safely.
- Turn off all electrical equipment in the immediate area to reduce the possibility of fire and to protect the equipment from power surge.
- Follow instructions from emergency personnel. Alert them to situations requiring immediate attention.
- Use a radio for information and instructions.
- Restrict telephone use. Do not use landline telephones or cell phones except to report fires or medical emergencies.
- Be prepared to stay in the building overnight and maybe longer.
- Prepare for aftershocks following an earthquake. Protect yourself just as you would during the initial quake.
- Evacuate the building when instructed to do so.

Fire

Fires can occur at any time without warning. The primary consideration in the event of a fire will be everyone's safety. Secondary consideration will be for protection of property. Everyone is responsible for awareness of fire safety and providing a safe, healthful environment.

Fire response procedures must be implemented upon suspicion of a fire. Notification of co-workers, students, and visitors for a timely, effective and efficient response is critical. Although response procedures are presented in ordered steps, usually more than one person is involved in performing these actions simultaneously.

At the first sign of fire or smoke:

- Alert the Faculty / Staff / Front Desk– to ensure notification of 911.
- Activate the closest Fire Alarm Box.
- Remember the acronym R.A.C.E.
 - R** – Rescue – move students / visitors away from any danger
 - A** – Alert others
 - C** – Confine – close ALL doors and windows. Pack sheets or blankets under doors to contain smoke
 - E** - Evacuate / Extinguish
- Use fire extinguishers only if:
 - You are trained and familiar with how to use the extinguisher.
 - You are sure the fire is small and can be easily contained.
 - You have a means of quick and safe exit at all times.

Note: No student is obligated to extinguish any fire.

Evacuate

- If the fire cannot be contained, leave the area immediately and close all doors behind you as you exit.
- Evacuate quickly and orderly.
- Follow directions and proceed to your designated staging area.
- Once out of the building, wait for further instructions.

If evacuating through smoke and heat, drop to your hands and knees, take short breaths through your nose, and crawl to an escape exit by staying in contact with the outside wall.

Do not open hot doors. Feel the door with the back of your hand. If it is hot to the touch, do not open. If it is not hot, open the door slowly. Be prepared to close it if necessary. Immediately close the door after entering or exiting.

Supporting Information

Pull the fire alarm immediately whenever any one of the following indications of a real or suspected fire are observed:

- Seeing smoke or flames.
- Smelling smoke or other burning material.
- Feeling unusual heat on a wall, door or other surface.
- Detected by the fire alarm system in the building.

A fire alarm may be initiated automatically by electronic fire detection equipment in the building. Such equipment includes heat and smoke sensors in the building areas and in ventilation equipment and water pressure sensors in fire sprinkler lines.

Utilities Outage

Water, internet, phones, and electricity are major factors in the event of a major utilities outage. If there is a utility outage, the following will occur:

- An overhead announcement will alert staff to the issue, or staff will walk to each classroom / office with further instructions.

- Students to remain in place until further instructions.
- Administration will determine if an evacuation is necessary.

Bomb Threat

Any time a bomb threat is received; always assume that it is a real danger to occupants and property. If a bomb threat is received via phone call:

- Keep the person on the line while asking someone else to notify administration / security,
- Remain calm and courteous,
- Take note of the caller's voice and background noises, and
- Try to gain as much information as possible from the caller:
 - When is the bomb going to explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why?
 - What is your name/address?

Should an evacuation be ordered, follow the instructions of a BERT member and/or faculty/staff, and report anything that seems out of place immediately.

Remember the acronym R.A.I.N.

- | | |
|---|---|
| R | Recognize that a hazard exists |
| A | Avoid the package, avoid becoming injured, and avoid contamination |
| I | Isolate the area. Inform others in the area that a hazard exists |
| N | Notify your local security department if an imminent life safety hazard exists. |

Hazardous Materials Spill / Release

Accidental release of toxic chemicals (either external or internal) may threaten the air quality and ultimately the health of the school's population. The community warning system is designed to provide Contra Costa County specific information directly to the media.

For a HAZMAT, situation staff should take the following actions:

- Close all windows and doors.
- Engineering will turn off ventilation systems such as heating, air, and fans.
- Move to the shelter in place location.
- Administration will work with external contact(s) for updates of the situation.
- Listen for further instructions.
- Do not go outside or attempt to drive unless you are specifically instructed to evacuate.
- Staff will assist or seek assistance for any physically disabled individual.

Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

RESPOND

RUN – Immediately evacuate the area and move far away until you are in a safe location.

- Evacuate regardless of whether others agree.
- Leave personal belongings behind.
- Help others escape if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Run in a zigzag fashion if shooter is active.
- Call 911 when safe to do so.

HIDE – Seek a secure place where you can hide and/or deny the shooter access.

- If running is not a safe option and you decide not to evacuate, hide in as safe a place as possible. Look for a location with thicker walls and fewer windows. In addition, other actions include but are not limited to:
 - Turn off the lights.
 - Close and lock windows/doors and close/cover blinds.
 - Barricade the doors with furniture, if possible.
 - Remain quiet, turn off any source of noise (e.g., cell phones, radios, TV).
 - Look for other avenues for escape, try not to trap yourself or restrict your options for movement.
- If evacuation and hiding are not possible, remain calm and dial 911 to alert police. If you cannot speak, leave the line open and allow the dispatcher to listen.

FIGHT - As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

- Act as aggressively as possible against him/her (i.e., yelling).
- Throw items and improvise weapons.
- Commit to your actions.

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow the officer's instructions.
- Put down any items in your hands and immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward the officers and avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.
- Provide any applicable information to law enforcement or the 911 operator such as location, description, number/type of weapons or active shooter(s) and potential victims at the location.

Shelter-in-Place (SIP)

There are a variety of external events, such as active shooter, building intruder, civil disturbance, or a release of hazardous substance at a local refinery, that can threaten the safety of the school's population. The basic concept of a Shelter-In Place (SIP) is to create obstructions / barriers between any danger and staff/students, while maintaining safety and communications.

Each situation is different. The key objective is safety for all staff, students, and visitors at our facility. Staff are to assist in the safety of students and / or visitors in the building by asking them to stay and follow instructions. Action guidelines include:

- Overhead Paging Code to alert staff (see p. 19).
- Remain in a classroom or office.
- Move from areas with windows (library and student lounge).
- Close and lock, then block all doors.
- Turn off lights.
- Remain quiet and out of sight (if possible).
- Locate yourself near solid interior walls, under furniture, or large objects.
- Use cell phone/text messages for emergencies only.
- Leave your shelter only when informed through the overhead paging system (i.e. Code Orange Clear).

Addendum B: Definitions

American Registry of
Diagnostic
Medical Sonographers
(ARDMS)

Independent, nonprofit organization that administers examinations and awards credentials in the areas of diagnostic medical Sonography, diagnostic cardiac Sonography, vascular technology, and ophthalmic biometry.

ARDMS offers the following four credentials:

- RDMS® Registered Diagnostic Medical Sonographer®
- RDCS® Registered Diagnostic Cardiac Sonographer®
- RVT® Registered Vascular Technologist®
- ROUB® Registered Ophthalmic Ultrasound Biometrist®

American Registry of
Radiologic Technologists
(ARRT)

Purposes include encouraging the study and elevating the standards of radiologic science, as well as the examining and certifying of eligible candidates and periodic publication of a listing of registrants.

Attending Physician:

Physician responsible for a particular patient; also generally responsible for ordering the radiographic examinations to be carried out by radiologists and radiographers.

Clinical Coordinator/Educator

KPSAHS faculty member that develops and delivers instructional services, coordinates the program's clinical education, conducts clinical site visits, serves as a liaison between the Program and the clinical education sites.

Clinical Instructor	The Certified/Registered Professional designated at each clinical facility that is responsible for the supervision of the clinical education of students assigned to that facility.
Computed Tomography (CT)	Computer-generated image of precise areas of the body acquired in a cross-sectional or axial plane.
Coronary Care Unit (CCU)	Specially equipped hospital area designed for the treatment of patients with sudden, life-threatening cardiac conditions.
California Department of Health Services	See below, "Radiologic Health Branch" (California Department of Health Services).
California Society of Radiologic Technologists	The professional organization for radiologic technologists for the state of California; affiliated with ASRT.
Diagnostic Medical Sonographer	A highly skilled professional whose competence has been tested and approved by the American Registry of Diagnostic Medical Sonographer. This includes echo cardiographers, Sonographers and vascular technologists.
Intensive Care Unit (ICU)	Hospital unit in which patients requiring close monitoring and intensive care are located.
KPSAHS	Kaiser Permanente School of Allied Health Sciences
Magnetic Resonance Imaging (MRI)	Medical imaging that uses nuclear magnetic resonance as its source of energy.
Nuclear Medicine	The use of radioactive substances to image certain parts of the body.
Nuclear Medicine Technologist	Individual who, under the supervision of a physician radiologist, operates radiologic equipment and assists radiologists and other health professionals, and whose competence has been tested and approved by the American Registry of Radiologic Technologists.
Radiographer	Individual who uses high-tech equipment and radioactive tracers to study the function of the various organ systems. This includes imaging the progress of disease, as well as treatment of disease. The Nuclear Medicine Technologist is also responsible for quality control of equipment and radiation safety practices in the hospital or clinic.
Radiologic Health Branch (California Department of Health Services)	In addition to many other health-related functions, this agency is responsible for enforcing the state certification act. All working radiologic technologists within the state of California must be certified as a certified radiologic technologist (CRT) with this agency. This agency also controls and registers sources of radiation.
Radiologist	Physician who has had a 3- to 4-year residency in the specialty of radiology.
Radiology	Branch of medicine concerned with radioactive substances and, using various techniques of visualization, with the diagnosis and

	treatment of disease using any of the various sources of radiant energy.
Radiology or Imaging Services Director	Individual responsible to the hospital administration and who supervises radiographers, clerical staff, and other support personnel within the radiology or imaging department
Society of Diagnostic Medical Sonography (SDMS)	<p>Promotes, advances, and educates its members and the medical community in the science of Diagnostic Medical Sonography. The Society achieves its purpose by:</p> <ul style="list-style-type: none"> • seeking the cooperation of similar organizations. • initiating and overseeing educational programs. • stimulating and encouraging research; encouraging presentation and publication of scientific papers. • collecting and disseminating information pertinent to the membership. • publishing a scientific journal and a newsletter. • reviewing and establishing policies regarding the professional status, legislative activity, and welfare of its members.
Ultrasound (Sonography)	(Commonly called "Sonography") A diagnostic medical procedure that uses high frequency sound waves (ultrasound) to produce dynamic visual images of organs, tissues, or blood flow inside the body.